



# Quick Reference Guide 3

## PowerPoint 2013 for Windows

### Animation Effects and Transitions

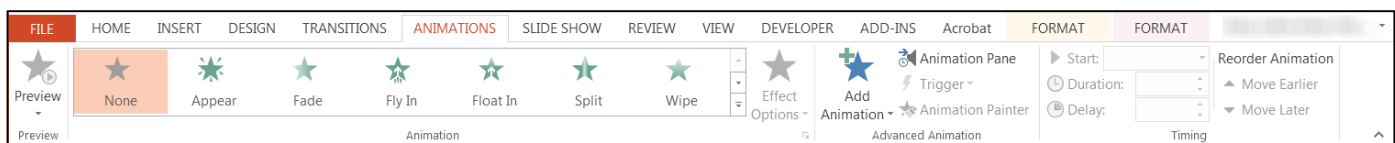


PowerPoint 2013 animation effects and slide transitions make your presentations look more professional and interesting to your audience. Emphasize information by animating text boxes and objects with visual effects including movement, motion paths and sounds. Slide transitions are animation-like effects that occur in Slide Show view when you move from one slide to the next. You can control the speed of each slide transition effect, apply direction effects for some transitions and even add sound.

*Be sure that your presentation focuses on the material being presented and does not focus on the many dynamic animations in PowerPoint 2013. Animation effects and transitions should be used to enhance the overall presentation; too much animation can detract from it.*

## Animation Effects


### Command Tab Animations: Preview, Animation, Advanced Animation and Timing



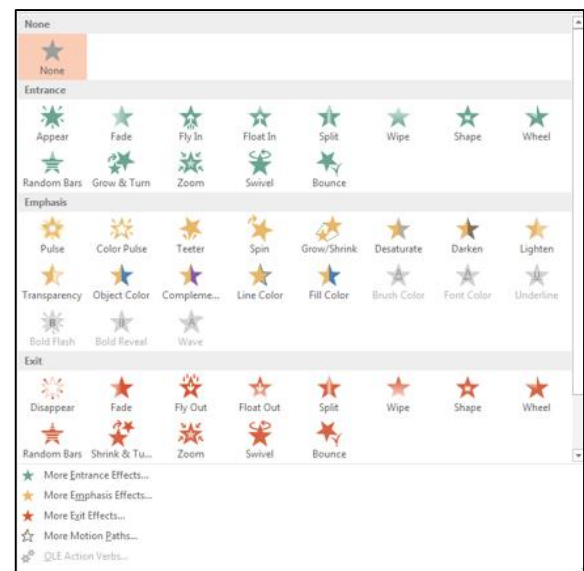
## Building Animation

1. Select the object to be animated.
2. Click the **Animation Tab** to display the Animation Ribbon (shown right). The pre-defined animation gallery includes animation types for **Entrance**, **Emphasis**, **Exit** and **Motion Paths**.
3. Click the drop-down arrow for the **Animation** gallery and click to select the desired animation.

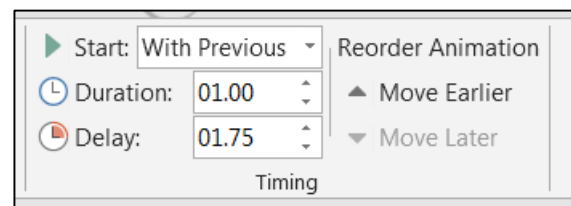
*Based on the selected animation, there may be direction Effect options.*

4. Click  **Effect Options** and select from the various directional options.

*Effect options can include choices like Fly In From Bottom, From Bottom-Left, From Left, From Top-Left, From Top, From Top-Right, From Right and From Bottom-Right. Effects like Split have options to Split Horizontal In, Horizontal Out, Vertical In and Vertical Out.*



5. In the **Timing** options of the Animation ribbon, click in the **Start** field and select when the animation should begin. Options include **On Click**, **With Previous**, or **After Previous**. (See the Section entitled "Using the Animation Pane" for more detail on these options).
6. Click in the **Duration** field and set the length of time the animation will take.
7. Click in the **Delay** field and set the length of time between this animation and the previous one.
8. Reorder sequence of the animated objects by clicking **Move Earlier** or **Move Later**.

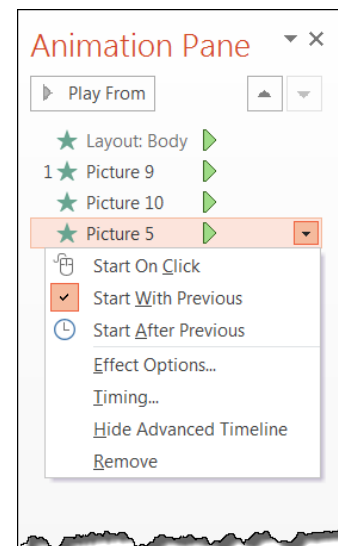
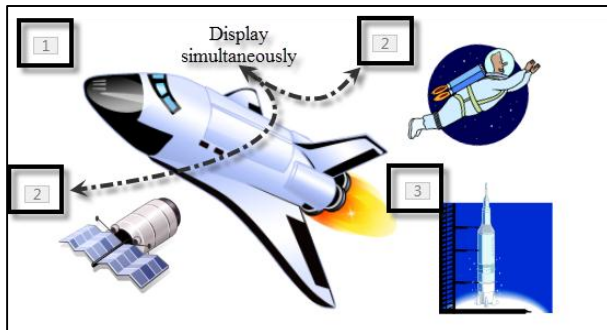



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

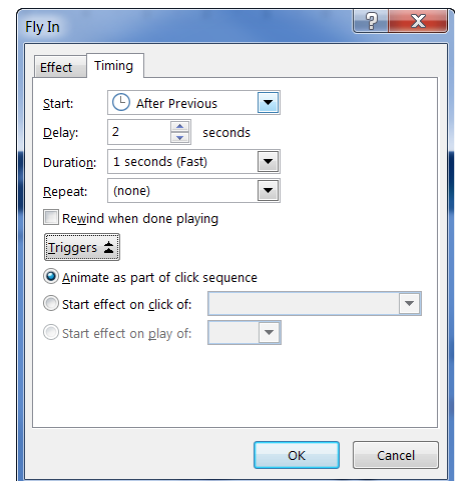
## Using the Animation Pane

1. Click the **Animations Tab** and then click **Animation Pane**. *The Animation Pane displays (shown right).*

*When viewing the Animation Tab, any object that has animation will display a number beside the object (shown below). The numbers coincide with the display sequence of the objects. If two objects are animated to display simultaneously, the Animation number will be the same for the two objects.*



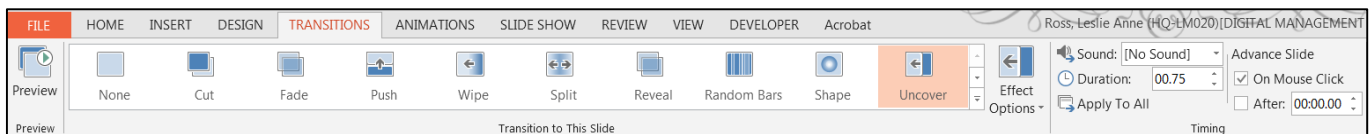
2. Right-click on an item in the *Animation Pane* to display the **Shortcut Menu** of animation effects (shown upper right).
  - a. Select **Start On Click** to use the mouse to animation the object.
  - b. Select **Start With Previous** to animate the object simultaneously with the object just previously animated.
  - c. Select **Start After Previous** to animate the object to display following the previously animated object.
  - d. To adjust the **Delay** between animations, click **Timing** (shown lower right), set the **Duration** and define a **Repeating** pattern if desired.
3. Click  the **Up** or **Down** arrows to move an item earlier or later in the animation sequence.



## Building Slide Transitions

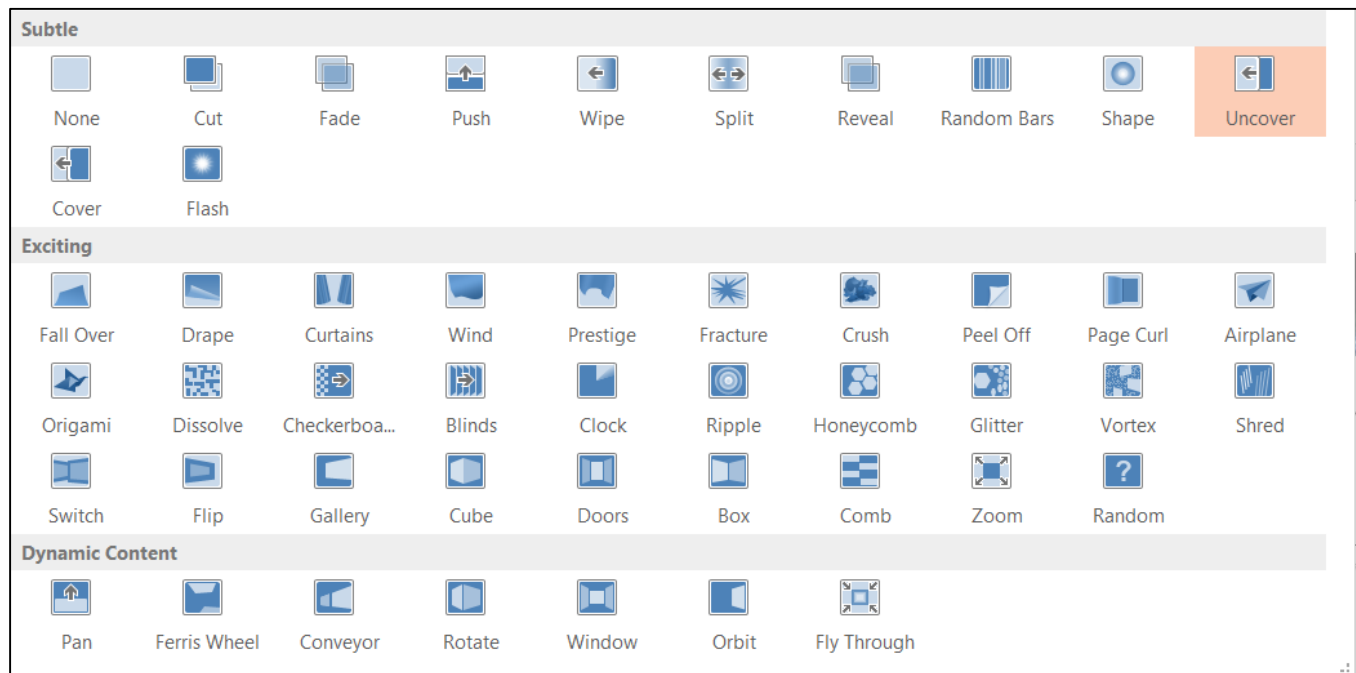
PowerPoint 2013 comes with slide transitions that make interesting animated presentations which can enhance the material being presented and keep the audience engaged. Slide transitions are animation-like effects that occur in Slide Show view when the presenter moves from one slide to the next. You can control the speed of each slide transition effect, apply direction effects for some transitions and even add sound.

### Command Tab Transitions: Preview, Transition to This Slide and Timing




1. Display the slide to which a transition will be applied.
2. Click the **Transitions Tab** to display the Transition ribbon (shown above).

Click the drop-down arrow to display the *Transition To This Slide* Gallery (shown below). Transitions are categorized as subtle, exciting or dynamic.



- Click to select the desired transition. For this example, we will select **Uncover**.

*Based on the selected transition, there may be directional Effect options.*

- Click  **Effect Options** and select from the various directional options.

*Effect options can include choices like Uncover From Right, From Top, From Left, From Bottom, From Top-Right, From Bottom-Right, From Top-Left and From Bottom-Right.*

- Click in the **Sound** field and select a sound to be played with the transition. Sounds include **Applause, Arrow, Bomb, Breeze** and many others.
- To specify the length of time it takes to transition from this slide to the next, click in the **Duration** field and set the length of time.
- To adjust how the presentation advances the slides, click the checkbox to select **On Mouse Click** or click the checkbox to enable **After** a specified length of time. Enter the time in the field provided.
- Click **Preview** on the **Transitions** ribbon to play the slide transition.

*It is recommended that you use one transition for the entire presentation, unless there is a specific slide you wish to emphasize. Once you have determined all the transition effects you want, click **Apply To All** on the Transition ribbon to copy the transition to the other slides. Another easy way to do this is to switch the view to Slide Sort View, select all the slides and then apply the transition.*

### **Running the Slide Show**

- Click the **Slide Show Tab**.
- Click **From Beginning** or **From Current**. The slide show will begin from the specified location.